



# City of Temecula

41000 Main Street  
P.O. Box 9033  
Temecula, California 92589-9033  
PHONE: (951) 694-6400  
FAX: (951) 694-6477

## SECONDARY DWELLING UNIT

### Introduction

This handout summarizes Temecula's Secondary Dwelling Unit requirements. Secondary Dwelling Unit requirements are specified in Section 17.06.050L of the Development Code.

### What is the Purpose and intent of a Secondary Dwelling Unit Application?

The purpose of a Secondary Dwelling Unit application is to review the location and exterior architecture of the unit to insure that the design is consistent with the primary dwelling and the surrounding neighborhood in terms of height, setbacks, bulk and mass, landscaping, parking, and architectural materials. The secondary dwelling unit shall not exceed the allowable lot coverage for the zoning district, it shall not be less than 400 square feet in size nor exceed 1,200 square feet.

### When is a Secondary Dwelling Unit application required?

A Secondary Dwelling Unit application must be filed and approved in order to construct an additional dwelling unit on a lot with an existing single-family residence that provides independent living facilities for one or more persons.

### How do I apply for a Secondary Dwelling Unit?

Call the Community Development Department, (951) 694-6400, to schedule an application submittal appointment. City staff will meet with you within 1 to 2 working days to review your application materials for completeness. The application will be deemed complete at the counter if all submittal materials and fees have been provided.

### What are the Criteria for Approval?

In order to approve the project, the Director of Planning must decide, or find that:

- The proposed project is consistent with the objectives and applicable provisions of the Development Code, and the purpose of the zoning district in which the site is located.
- The proposed project is consistent with the General Plan.
- The proposed project together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

Secondary Dwelling Unit applications are approved with "Conditions of Approval" which are designed to ensure compatibility. Examples include: conformance with approved colors and building materials and compliance with parking standards.

### Can I renew my approval?

Approval of a Secondary Dwelling Unit expires two (2) years from the original approval date unless substantial construction has commenced. The City may, upon an application being filed within thirty days prior to expiration, grant a time extension of up to three one year extensions of time.

### Where can I review General Plan, Design Guidelines and Development Code?

These documents are available for review at the Planning Department and on the web at <http://www.cityoftemecula.org>



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Date Stamp

## **SECOND DWELLING UNIT APPLICATION** (Administrative Approval)

### **PROJECT INFORMATION** (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Project Title: \_\_\_\_\_

Project Description/Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Legal Description (Tract, lot no.): \_\_\_\_\_

Street Address(es): \_\_\_\_\_

General Location: \_\_\_\_\_

### **ADDITIONAL PROJECT INFORMATION**

Existing Unit Square Footage: \_\_\_\_\_ Proposed Second Unit Square Footage: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Related Cases: \_\_\_\_\_

**APPLICANT/REPRESENTATIVE/OWNER INFORMATION**

**APPLICANT/REPRESENTATIVE** \_\_\_\_\_ **CONTACT** \_\_\_\_\_  
LAST FIRST MI.

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

E-MAIL \_\_\_\_\_

☐ I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_  
LAST FIRST MI.

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

E-MAIL \_\_\_\_\_

**Owner Certification**

☐ I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

**Owner/Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.**

## SECONDARY DWELLING UNIT APPLICATION SUBMITTAL REQUIREMENTS

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| Initial Submittal Requirements   |   |
|--|---|
| Signed Application and Filing Fee  | 1 |
| Site Plan (Described in Section A)   | 6 |
| Conceptual Grading Plan (Described in Section B)   | 6 |
| Floor Plan (Described in Section C)  | 6 |
| Proposed Structure Elevation (Described in Section D)  | 6 |
| Color Photos of Existing residence (Described in Section E)  | 1 |
| Preliminary Soils and Geotechnical Report (Consult with the Public Works Department to determine if this item is required) | 2 |
| Preliminary title report with all referenced supporting documents  | 2 |

## PLAN PREPARATION AND GUIDELINES

All plans shall be drawn on uniform sheets no greater than 24" X 36" (or as approved by the Community Development Department), shall be folded into 1/8 sections with a folded size not to exceed 8 1/2" X 11". All plans shall be clear, legible and accurately scaled. The site plan, landscape plan and grading plan should all be at the **same** scale and shall be consistent with each other.

On large scale drawings, 1"=20', or larger, it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing (see Section B). For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted.

## SECTION A. SITE PLAN CONTENT

Scale: Engineering scale not to exceed 1"=20'.

The following information shall be included on the plan:

- ☐ Name, address, and phone and fax number of applicant, owner, architect and/or engineer.
- ☐ Graphic scale (with bar scale) and north arrow.
- ☐ Vicinity map.
- ☐ Date Site Plan was prepared.
- ☐ Data table to include:
  - ☐ Assessors Parcel Number
  - ☐ Street Address
  - ☐ Zoning designation
  - ☐ General Plan designation
  - ☐ Site area (gross and net acreage)
  - ☐ Legal description of the property. (i.e. Tract / Parcel Map and Lot(s)/parcel(s))
  - ☐ Number of parking spaces provided
  - ☐ Occupancy classification (per Uniform Building Code)
  - ☐ Type of construction (per Uniform Building Code)
  - ☐ Indicated if building has sprinklers and/or alarm
  - ☐ Number of stories
  - ☐ Height of building
  - ☐ Date Site Plan prepared
- ☐ Overall dimensions of the property
- ☐ Property lines and dimensions. (Metes and bound)
- ☐ Location and dimension of the following:
  - All existing and proposed structures, including building setbacks
  - All structures, driveways, parking spaces, trees and adjoining property lines within 50 feet of the perimeter of the subject property
  - Existing or proposed fire hydrants and Fire Dept. connections both onsite and within 100' of the project site
  - All walls and fences

## SECTION B. CONCEPTUAL GRADING PLAN CONTENT

Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans.

The following information shall be included on the plan:

- ☐ Title Block

- Name, address, and phone and fax number, of applicant, owner and engineer
- ❑ Legend, north arrow, bar and graphic scale, vicinity map
- ❑ Data Table
  - Assessor's Parcel Number(s)
  - Project Name
  - Legal description (i.e. Tract/Parcel Map and lot/parcel)
  - Approximate earthwork quantities (CY)
  - Date and Source of Topography (should be current)
- ❑ Metes and bounds (i.e. bearing and distance)
- ❑ Location and dimensions of all existing and proposed easements
- ❑ Location and dimension of all existing and proposed public improvements, including cross sections
- ❑ Existing topography, proposed grades, and natural features to 50 feet from the perimeter of the subject property
- ❑ Delineation of special hazard zones (i.e., FEMA floodplains, floodways, earthquake faults and liquefaction zones)
- ❑ Pad and finished floor elevations
- ❑ Drainage facilities
- ❑ Americans with Disabilities Act (ADA) path of travel

### SECTION C. FLOOR PLAN CONTENTS

*Scale: The scale used on the floor plans shall be no less than 1/4" per foot. The plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed and existing buildings and structures. The following information shall be included on the plans:*

- ❑ Proposed use for each room.
- ❑ Proposed square footage for each room.
- ❑ Clearly label and identify:
  - Restrooms
  - Exits
  - Doors
  - Hallways
  - Patio
  - Other

### SECTION D. BUILDING ELEVATION (S) CONTENT

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures.

The following information shall be included on the plans:

- ❑ Name, address and phone number, of the applicant, architect and/or engineer.
- ❑ Materials and color schemes.
- ❑ Location of building address and signs.
- ❑ Shading, as applicable, to give the elevations some graphic dimension.
- ❑ Roof top mechanical equipment screens.
- ❑ A schedule for colors and materials (which corresponds to the color and material board) and specific location of their use.

### SECTION E. COLOR PHOTOS

One set of color photos of all sides of the existing residence shall be provided. Photos should be clear, in color and include all sides of the residence. The secondary dwelling unit shall match the color, architectural style, roof pitch, and building materials of the primary residence as shown in the color photos.